

QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

1 April - 30 June 1965

I. VITAL RECORDS

1. Presented Vital Records Workshops at the April and June Records Management Seminars sponsored by GSA for the benefit of Records Management Officers in all Federal Agencies.
2. Reviewed and approved Vital Records Deposit Schedules for:
 - a. Compensation and Tax Division
 - b. Accounts Division
 - c. Operations Support School, OTR

II. FILING EQUIPMENT AND SUPPLIES

1. Reviewed two requirements for secure area space in headquarters building; approved one and returned the other because there were no records management implications.
2. Reviewed 18 separate requirements for special and conventional filing equipment and supplies. This equipment will be used to replace safes and filing cabinets or to expand existing special or conventional filing installations. This will result in savings in space and avoid the purchase of new equipment in some instances because we will use surplus now in our supply system.
3. Prepared comparative report on use of three types of special file equipment for use in Graphics Register, OCR.

III. RECORDS MANAGEMENT SURVEY - BR/OCR

1. Completed survey and submitted report to AD/OCR containing eleven recommendations which will provide savings in office space and improvements in the operating procedures of the Biographic Register. Benefits from the adoption of our proposals would be:
 - a. Release of 2200 square feet of office space.
 - b. Release of \$33,050 in file equipment.
 - c. Savings of \$2,160 annually in buying new file equipment
 - d. Availability of 7 persons with annual salaried of \$34,855 for reassignment to other duties in OCR.
 - e. More valuable and more complete

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1. Reviewed and approved the following Records Control Schedules:
 - a. Audit Staff (Complete revision)
 - b. Office of Finance (Partial revision)
 - c. Commo-Field - A new schedule for all Commo. field stations
 - d. OTR - Four Staffs
 - e. O/Security - Four schedules for operations support
 - f. O/Personnel - Partial for Honor and Merit Award Records
 - g. Air Systems Division, DDS&T
 - h. Interpretation Division, DDS&T
2. As a result of negotiations with OCR, about 700 cubic feet of Japanese reference materials have been destroyed. This material has been stored in the Records Center for 10 years and its destruction will assist in prolonging the availability of Records Center space.
3. About 100 cubic feet of OSS records were destroyed; about 200 cubic feet remain in the Records Center and have been authorized for destruction but requires further investigation before ultimate disposition.
4. Returned a proposed schedule for O/ Security Executive Staff to them to shorten retention periods.

V. USIB Records Center

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1. [] met with the Records Officers of DIA, Army, Navy, Air Force and Office of Secretary Defense to coordinate our staff study for a proposed USIB Records Center in the new GSA facility at Suitland, Maryland. Our staff study was accepted without dissent.
 2. The CODIB formally endorsed our staff study at their 4 May meeting.
 3. Construction of the new Records Center at Suitland is underway with completion expected between January and June 1967.

VI. NPIC RECORDS MANAGEMENT PROGRAM

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1. [] of this Staff transferred to NPIC as their Records Management Officer on 5 April 1965.
 2. A Records Management Orientation program was presented to about 50 selected NPIC employees on 3 June 1965 by [] and me. This included presentations on the over-all agency records management program; forms, correspondence, filing systems and filing equipment.
 3. On 11 June 1965 I made a special presentation at the NPIC Senior Staff Meeting.
 4. [] worked with [] in presenting a workshop on inventorying records and preparing Records Control Schedules.
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VII. LIAISON WITH THE NATIONAL ARCHIVES

- STAT 1. [] had two meetings with Dr. Bahmer, the Deputy Archivist to discuss -
- a. Disposition of Financial Records
- STAT b. Access to Stack Area Search Rooms in the National Archives Building for an []

VIII. SURVEY - SSA-DDS

- STAT 1. [] started survey in SSA/DDS, and has eliminated $2\frac{1}{2}$ cubic feet of records and established a file system. A Records Control Schedule will be prepared.

IX. FORMS MANAGEMENT

1. Completed 93 new and 67 revised forms; eliminated 83 official forms.
2. Forms Management activities continue to create a substantial workload for this staff despite the fact we have decentralized our program to the maximum extent. Last year our work load of 577 separate new and revised forms projects accounted for 42,952,650 pieces of paper that will be created from these forms activities. In addition, we eliminated 140 official forms which were responsible for the creation of 2,320,190 pieces of paper.
3. Some significant forms management projects completed this quarter were:
- a. Saved \$4,236.00 by refusing approval to reorder Forms 800 and 800a.
- b. Saved \$450 by persuading DDP to use an existing form rather than ordering a special one
- c. Saved \$50 by convincing Commo. to use an existing Log form instead of a new one they wanted.
- d. Designed and/or approved 6 new forms for OB/PAM to be used on 1967 Budget.
- e. Saved \$250 by persuading ORR to use an existing form rather than a new one they requested.
- f. In process of developing Optical Character recognition forms with Computer Services for use in OCR.
- g. Refused to accept a printing job from GPO because of error they committed.
- h. From 6 July to 19 July, 39 new and revised forms projects have been completed and we still have on hand requests for 19 new and revised forms. Our work load for the first two weeks in this FY is already more than 10% of the total for entire FY 1965.

X. RECORDS MANAGEMENT SURVEY, OCS

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1. [] started on Records Management Survey that will include an inventory of records holdings, the development of a Records Control Schedule and the installation of Filing systems.

XI. ARCHIVES AND RECORDS CENTER

1. During the FY 1965, the Records Center received 14,361 cubic feet of records and destroyed 13,954 cubic feet with a resulting net gain of 407 cubic feet. This is the smallest net growth since the Records Management Program became fully operative. On 30 June, there were 80,542 cubic feet of records in the Center, leaving 22,838 cubic feet of available space.
2. We now have 2,312 cubic feet of intelligence materials in the Federal Records Center at Alexandria. In accordance with approved plans we will continue to use secure space at the Federal Records Center, and when the new Center at Suitland, Maryland is completed these materials will be transferred there.
3. Reference service for the FY 1965 amounted to 117,476 requests. Included were a number of urgent requests which were serviced at various irregular hours of the day or night through the use of Records Center personnel, on an Overtime basis in some instances.
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